SECRET

COPY

REQUIREMENTS FOR LIBRARY SERVICE

OFFICE: Office of Research and Reports

/Excerpts/

F. LIBRARY SERVICES WHICH SHOULD BE INSTITUTED, INCREASED, OR IMPROVED:

 1. New accessions should be made known to research components.

 2. Aperture card and/or prints should be available more promptly following accessioning.

SECRET

TERMS OF REFERENCE

/Excerpts/

6. The Accessions Process. Selection

    b. Are the various components of the Agency properly and
        adequately represented in the selection process? Should all
        selection be centralized?

    e. How are Agency personnel made aware of the accession of new
        material in the Agency? Do the offices receive timely notifi-
        cation of accessions in which they have an interest? Should
        notification of individual items be routed only to requesting
        components? Is the material sufficiently described?

    g. Is there suitable Agency policy and procedures with respect
        to the accessioning of intelligence productions?

    o. What is the process and time factor of satisfying requests
        for retention copies of books, intelligence reports, and
        material produced by other agencies.

7. Cataloging.

    a. Is the Intelligence Subject Code adequate, and is it serving
        its purpose? Is it adequate for recall precision in
        intelligence research? What is its general acceptance in
        other agencies?

    e. Should the Intelligence Subject Code be broadened to include
        more abstract categories? Should it be used for documents
        only, and not for books?

8. Circulation. Inter-Library Loans.

    f. What should be extent of stack privileges?

    i. Should there be a procedure for cancelling the accountability
        of an individual analyst for indefinite loan books?

10. Machines

   a. Are the various machine and reproduction facilities of the Library adequate and efficient?

   b. What is the routine time required to reproduce copies of material by the Library's reproduction processes?

13. Are there adequate provisions for the retirement of infrequently used Library material?

15. Are the users of the Library satisfied?

16. Are new employees throughout the Agency adequately introduced to the Library?

17. Is advanced training in the use of the Library available for those who intend to use the Library extensively?